

## Domestic M&IE Per Diem Meals Included in Conference Fee – Quick Reference Card

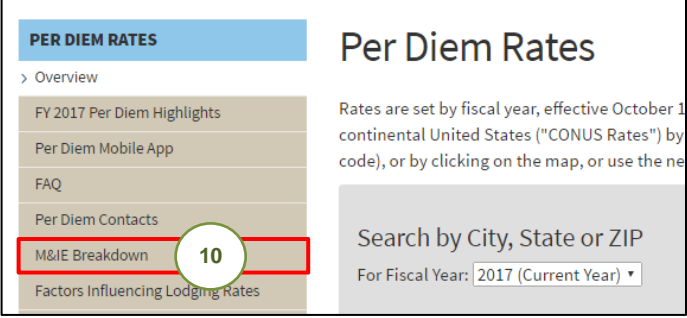
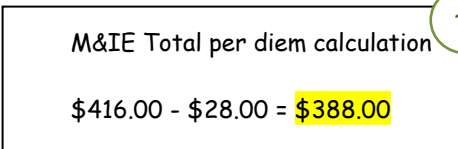
### Domestic M&IE Per Diem (Meals Included in Conference Fee)

Some sponsored funding sources require the use of per diem rates (a daily allowance to cover meal and incidental expenses (M&IE) when traveling for work). When using per diem rates for reimbursement, actual amounts from receipts are not used when completing the expense report.


If meals are included in the conference or registration fee and per diem is used, a deduction must be made to the per diem total amount for each meal provided. You cannot reimburse the traveler twice for the same meal; once with the registration, and once for per diem.

Action	Result																
<p><b><u>Determining Domestic M&amp;IE Breakdown Per Diem Rate:</u></b></p> <p><b>Rate:</b></p> <p><b><u>Determining Domestic M&amp;IE Per Diem Rate:</u></b></p> <ol style="list-style-type: none"> <li>1. Access the <a href="#">General Services Administration (GSA)</a> per diem website.</li> <li>2. Verify the correct Fiscal Year is displayed (rates are based on fiscal year effective October 1<sup>st</sup> each year).</li> <li>3. Select the travel destination from the State drop down.</li> <li>4. Enter the destination city or enter a zip code.</li> <li>5. Click the <b>Find Rates</b> button.</li> <li>6. Locate the M&amp;IE per diem rate in the last column.</li> <li>7. Click the <b>Print Results</b> button to scan this page as supporting documentation.</li> <li>8. Calculate the M&amp;IE per diem amount for the entire trip.           <ul style="list-style-type: none"> <li>➤ Per diem is charged at 75% for the first and last days of travel and at 100% for the other travel days.</li> </ul> </li> </ol>	<div data-bbox="818 726 1487 1255"> <p><b>Per Diem Rates</b> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">1</span></p> <p>Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new <a href="#">Per Diem</a> tool to calculate trip allowances.</p> <p>Search by City, State or ZIP</p> <p>For Fiscal Year: 2017 (Current Year) <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">2</span></p> <p>California <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">3</span></p> <p>San Diego <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">4</span> OR</p> <p>ZIP</p> <p><b>Find Rates</b> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">5</span></p> </div> <div data-bbox="818 1297 1377 1520"> <p>Lodging by month (excluding taxes.) The last column is the Meals and</p> <table border="1"> <thead> <tr> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>M&amp;IE (5)</th> </tr> </thead> <tbody> <tr> <td>\$162</td> <td>\$162</td> <td>\$162</td> <td>\$162</td> <td>\$162</td> <td>\$149</td> <td>\$149</td> <td>\$64</td> </tr> </tbody> </table> <p><b>Print Results</b> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">6</span> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">7</span> <b>New Search</b></p> </div> <div data-bbox="818 1549 1419 1843"> <p><b>M&amp;IE per diem calculation</b> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">8</span></p> <p>4/10: <math>.75 \times \\$64 = \\$48.00</math></p> <p>4/11-4/15: <math>5 \times \\$64 = \\$320.00</math></p> <p>4/16: <math>.75 \times \\$64 = \\$48.00</math></p> <p style="text-align: right;"><b>\$416.00</b></p> <p><i>First and last day at 75%.</i></p> </div>	Feb	Mar	Apr	May	Jun	Jul	Aug	M&IE (5)	\$162	\$162	\$162	\$162	\$162	\$149	\$149	\$64
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<p>9. Access the <a href="#">General Services Administration (GSA)</a> per diem website.</p> <p>10. Click the <b>M&amp;IE Breakdown</b> link in the left hand panel.</p>																																																		
<p>11. The M&amp;IE rate for your location will be one of the six values listed on the top table. Find your per diem amount and then look for the specific meal deduction amount.</p> <p>➤ Print and scan this page as supporting documentation.</p> <p>The table below lists the amounts to reimburse on the first and last day of travel (75% per diem reimbursement amount).</p>	<table border="1"> <thead> <tr> <th>Total</th> <th>Continental Breakfast/ Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>IE</th> </tr> </thead> <tbody> <tr><td>\$51</td><td>\$11</td><td>\$12</td><td>\$23</td><td>\$5</td></tr> <tr><td>\$54</td><td>\$12</td><td>\$13</td><td>\$24</td><td>\$5</td></tr> <tr><td>\$59</td><td>\$13</td><td>\$15</td><td>\$26</td><td>\$5</td></tr> <tr><td>\$64</td><td>\$15</td><td>\$16</td><td>\$28</td><td>\$5</td></tr> <tr><td>\$69</td><td>\$16</td><td>\$17</td><td>\$31</td><td>\$5</td></tr> <tr><td>\$74</td><td>\$17</td><td>\$18</td><td>\$34</td><td>\$5</td></tr> </tbody> </table> <p>This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.</p> <table border="1"> <thead> <tr> <th>Total</th> <th>First &amp; Last Day of Travel</th> </tr> </thead> <tbody> <tr><td>\$51</td><td>\$38.25</td></tr> <tr><td>\$54</td><td>\$40.50</td></tr> <tr><td>\$59</td><td>\$44.25</td></tr> <tr><td>\$64</td><td>\$48.00</td></tr> <tr><td>\$69</td><td>\$51.75</td></tr> <tr><td>\$74</td><td>\$55.50</td></tr> </tbody> </table>	Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE	\$51	\$11	\$12	\$23	\$5	\$54	\$12	\$13	\$24	\$5	\$59	\$13	\$15	\$26	\$5	\$64	\$15	\$16	\$28	\$5	\$69	\$16	\$17	\$31	\$5	\$74	\$17	\$18	\$34	\$5	Total	First & Last Day of Travel	\$51	\$38.25	\$54	\$40.50	\$59	\$44.25	\$64	\$48.00	\$69	\$51.75	\$74	\$55.50
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<p>12. Calculate the M&amp;IE total per diem reimbursement amount less the amount of any provided meals for the entire trip.</p>																																																		

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<p>13. To enter the M&amp;IE amount:</p> <ul style="list-style-type: none"> <li>➤ Select <b>Other</b> as the expense receipt type.</li> <li>➤ Enter the total amount of the calculated per diem in the Amount field.</li> <li>➤ Enter the End Trip date in the on field.</li> <li>➤ Enter the <b>per diem rate</b> in the Description field.</li> <li>➤ Enter <b>Per Sponsor</b> in the Reason field.</li> </ul> <p>14. Click the <b>Transfer</b> button to apply the expense to the expense grid.</p>	 <p>The screenshot shows the 'Expense Receipts' form. The 'Exp. Receipt' type is set to 'Other'. The 'Amount' field contains '13'. The 'Description' field contains 'Per Diem, State Dept Rate \$61 per day'. The 'Reason' field contains 'Per Sponsor'. The 'Transfer' button is highlighted with a red box and a circled '14'. The 'Amount' field is circled with a green '13'. The 'on' field contains '4/10/2016'. The 'Paper Receipt Exists' checkbox is unchecked. The 'Additional Information' section is expanded, showing 'Description' and 'Reason' fields. The 'Comments' and 'Alternative Expense Receipt Cost Assignment' sections are collapsed. The 'Transfer' button is checked. The 'Expense Receipts' grid is visible at the bottom.</p>